



Commissioners

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Request for Public Record

It is the policy of the Elkhart County Commissioners Office to comply with Indiana's Access to Public Records Act (APRA) as defined in I.C. 5-14-3. Requests for records must be in written form using this Request for Public Record form in conformity with Indiana Code.

Instructions:

1. The Request for Public Record form must be completed in its entirety and must identify with reasonable particularity the record being requested. A request that fails to identify a document by a particular name, project, incident, or other method that identifies the record with reasonable particularity cannot be fulfilled. The individual making a request must be clear enough in the request to be able to determine which document(s) are desired. The Elkhart County Commissioners Office does not research or make reports in response. Only copies of existing public records are provided.
2. Inspection of records and copying are available during normal business hours. Standard copy costs are fifteen cents per page. Fees must be paid prior to making any copies. For copies of less than five pages, fees may be waived.
3. Responses and records will be provided within the timeframes defined in APRA.
4. For requests that are burdensome or require excessive copying, or requests that do not specifically state a document, files will be provided for inspection and copying by the person making the request.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Requested documents: (Document must be identified with reasonable particularity)
